**Guidelines for PowerPoint Presentation**

**(100 points)**

**Instructions:** Create a presentation using Microsoft PowerPoint to present to the class on **December 16th**. You will utilize all the skills you have learned in Chapters 1 and 2. If you have additional PowerPoint skills, you may incorporate those as well, but you do not have to.

Your PowerPoint can be about any subject that you would like. Some suggestions include, but are not limited to:

1. Your career goals
2. Your major
3. Your family
4. Your favorite foods
5. Your hobby
6. An issue of importance to you
7. Another culture
8. Basically, anything…

Your PowerPoint needs to, first of all, be creative. Secondly, it needs to meet these guidelines, which is what I will be grading:

1. (12.5 points) Your PowerPoint must contain at least 5 slides. One must be a title slide and one a conclusion slide. The three in the middle must contain 3 to 4 points **and** clip art/pictures/shapes. (Please refrain from putting complete sentences/paragraphs on a slide)
2. (7.5 points) You will need to change the **layout** of at least one slide in your presentation. (i.e. you will have a title layout, the normal slide layout, then you will change one slide to reflect a different layout like content and text)
3. (25 points) Your PowerPoint must contain at least 5 items of clip art, pictures or shapes and they must be inserted and positioned sufficiently. At least one must be from each category. So, you will have at least one picture, at least one clip art and at least one shape amounting to five total items (you are more than welcome to have more than 5). I recommend the pictures come from the internet.
4. (5 points) Your PowerPoint must contain three levels of bullets in at least one location. If you don’t know what this means, refer to p. 36.
5. (7.5 points) Your PowerPoint needs to have a theme and appropriate colors and backgrounds.
6. (10 points) The information you put into your PowerPoint needs to be audience appropriate and informative. i.e. don’t do a PowerPoint over something we already know, like how to get into Pellissippi. Also, don’t do your presentation as if you were speaking to a room of doctors, we won’t understand.
7. (15 points) Your PowerPoint must contain transitions. You can choose the same transition for the entire presentation or a different transition for each slide.
8. (7.5 points) I am allotting 15 points for creativity. I don’t want a “run of the mill” PowerPoint presentation. Be creative both in your information and in your design.
9. (10 points) Submit your PowerPoint presentation to the dropbox by 4:00 PM on Wednesday, December 16th. This is to ensure that I have everyone’s presentation so we don’t have to insert CD’s, open emails; I lost my presentation, etc.

On Wednesday, December 16th we will present. I will randomly select the order for presentations. You will present from the back of the room, like I do. Each presentation should be about 3-5 minutes long. It would be nice if you actually present your slides instead of reading them to us. Since we are all at Pellissippi, we can all read. Therefore, elaborate on your slides. Speak to us, persuade us.

Any questions? Email, Email, Email…